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OC-DO-M67-013
27 November 1967

MEMORANDUM FOR: Director of Communications
Director of Logistics
Director of Security

SUBJECT : Recommended Course of Action for Rooftop
Antenna Reviewing Committee

REFERENCE : OC-DO-M67-011, dtd 3 Nov 67, Subject: Survey
of Rooftop Antennas at Headquarters Building,
Langley

1. The referenced memorandum summarizes the existing antenna situation on the roof of the Headquarters Building. The following action is recommended as a result of the survey:

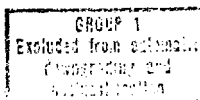
Task each Agency component now using an antenna on the roof with reviewing the present requirement. Their findings (which should include updating, cancelling, and additional requirements) should be forwarded to the Office of Logistics/LSD where action will be taken to prepare the necessary work orders for the removal of obsolete antennas, wires, etc., and generally improving the rooftop antenna situation.

2. To accommodate future antenna installations, the following course of action is recommended:

a. Task OC-Engineering with the responsibility of drawing up detailed plans for a master antenna system utilizing, where possible, a single antenna with multi-couplers, etc. (Existing antennas will be taken into consideration and incorporated in the master plan.)

b. Task OC-Security and the Office of Security with the responsibility of outlining specific security parameters to be used when making an antenna installation. These parameters should be taken into consideration when a master antenna and distribution system is designed.

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c. Instruct the Office of Logistics/LSD to forward all requests for antenna installation to the members of the reviewing committee for coordination. The request should be forwarded using a regular routing sheet with the Director of Communications as Chairman being the last addressee. If the justification for the request appears marginal and is so noted by one of the committee members, the Chairman will then attempt to clarify the justification. If necessary, the Chairman will call a meeting with the requesting party and other committee members to resolve any problems. If the request is then approved, it will be returned to Office of Logistics/LSD for implementation and incorporation into the master plan.

Chief

Office of Communications

Distribution:

Original & 1 - D/CO
2 - D/OL
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1 - OC-RMS

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File

Chrono

(27 November 1967)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Communications

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Logistics
1227 Ames Bldg

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1. Re [] antenna memo (OC-DO-M67-029), we might wish to consider something less exalted than the formal routing to committee members. We might instead have the routine pattern involve our Working Group reps with reference to their seniors only if there is a problem.

2. Would appreciate reaction to [] paper taking the above into account. This will enable the preparation of an Agency issuance.

[]
D/CO

Sent same thing
to Dir Security

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